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Step 2, How to: Request Access for your Permit in NetDMR

*this guide is for after you have created an account in CDX

Once a NetDMR account has been created you are now ready to request access to your permit. The first person to request access to your permit in NetDMR needs to be someone that is already authorized to sign your DMRs, and will become the Signatory and Permit Administrator.

Step 1: Login to NetDMR.

Step 2: Click on the Request Access button at the top of the page.

Home | My Account | **Request Access** | Help | Logout

User: nettest1, Permittee User

NetDMR

Nebraska Department of Environmental Quality

- Manage Access Requests
- Search All DMRs & CORs Permits Users
- Unscheduled DMRs Unscheduled DMRs
- Import DMRs Perform Import Check Results
- Update NODI Check Results
- View Permits Users
- Download Blank DMR Form

Search: All DMRs & CORs DMRs Ready to Submit Permit ID Users

Last 10 Logins		
10/24/16	3:23 PM	-
10/24/16	8:48 AM	-

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.



Permit ID: **A** **B**

Role: **C**
Note: Permit Administrator Role comes with the Signatory Role requested for a Permit.

D

- A:** Insert your Permit ID into the field box, this can be found on your permit cover or paper DMRs.
 - B:** Click on the update button.
 - C:** Select Signatory – In order to be a signatory you must be listed as either a Certifying official or Authorized Representative for your facility on the NDEE SAF (signatory authorization form). This is someone that is able to sign DMRs at your facility.
 - D:** Click on Add Request.
 - E:** Click on Submit at the bottom of the page.
- For the first question select facility from the dropdown. Next select the top radial button that says “I am authorized to enter in the agreement”. Then sign the agreement electronically.